

IMPROPER CONDUCT AND NON-HARASSMENT POLICY

XYZ is committed to providing a work environment that is free of discrimination. In keeping with this commitment, XYZ maintains a strict policy prohibiting unlawful harassment. This policy prohibits harassment in any form including verbal, physical and visual harassment. Individuals determined to be engaged in harassment or improper conduct will be subject to counseling up to and including termination from employment.

PARAGRAPH 2 AVAILABLE UPON PURCHASE

PARAGRAPH 3 AVAILABLE UPON PURCHASE

If you have any questions concerning this policy, please feel free to contact:

President and CEO